



**— Employee —**  
***Safety Toolkit***

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# Introduction

The Employee Safety Toolkit is designed to reduce on-farm injuries and improve worker safety. After training the learner will be able to perform tasks in a safe manner and without injury to themselves or others. Learners will recognize unsafe acts, conditions and behaviors and will be proactive in preventing injuries occurring. The toolkit covers twenty-one topics that are broken up into six units.

To help you prepare your safety training program, review the following:

1. Units & topics
2. Description
3. Suggestions for use
4. Additional resources

## 1 Units & Topics



### Unit 1: Preparedness

1. Safe Workplace
2. Housekeeping
3. Emergency Action Plan (EAP)
4. Personal Protective Equipment (PPE)



### Unit 2: Movement

5. Lifting
6. Repetitive Motion
7. Slips, Trips, & Falls



### Unit 3: Environment

8. Respiratory Hazards & Hazardous Gases
9. Hearing
10. Temperature



### Unit 4: Hazards

11. Fire Hazards
12. Electrical Hazards
13. Hazard Communication



### Unit 5: Tools/Equipment

14. Tools and Lockout Tag Out (LOTO)
15. Equipment and Powerwashing



### Unit 6: Miscellaneous

16. Blood Borne Pathogens
17. Confined Spaces
18. Hormones
19. Sharps
20. Zoonoses
21. Pinch/Trap Hazards

The colors and icons that represent each unit stay consistent across all materials to help drive recall of key ideas.



# 2 Description

Each of the 21 topics in the toolkit includes the following training tools in English and Spanish:

## **Video:**

- 4-7 minutes in length
- Real examples
- Clear, easy to understand narration

## **Knowledge Check Exercise:**

- Image based exercise where the learner has to identify, distinguish, evaluate or recall knowledge from the video
- 1-2 minutes
- Administer after the learner watches video

## **Skill Lab Exercise:**

- In-barn exercises where the learner has to perform a safety skill
- Includes a manager's instruction sheet and an evaluation sheet
- 5-10 minutes

## **eLearning Module:**

- Combines the instructional video and knowledge check exercise on a computer-based platform

## **Presentation:**

- Includes a PowerPoint Presentation and PDF Facilitator's Guide

Additionally, the toolkit contains six printable **Educational Posters** and a printable **Summary Flipbook**. Each topic is presented visually, and one topic is presented per page.

# 3 Suggestions for Use

## **Who:**

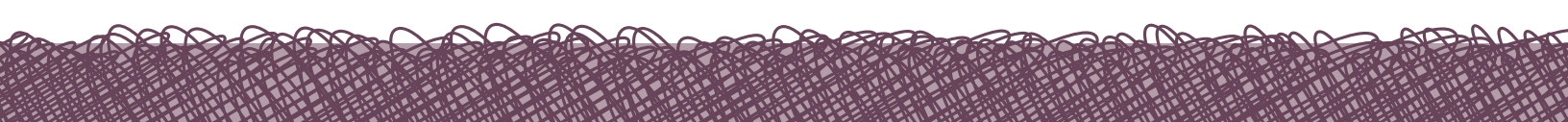
- Training for new employees
- Ongoing training for all employees

## **How:**

- Use video or presentations for group training.
- Use the eLearning modules for individual training.
- Use the Flipbook for ongoing small group or individual training or for reminders as unsafe acts, behaviors or conditions are observed.
- Hang the posters as daily reminders.
- Use the knowledge checks and skill labs to evaluate understanding.
- Use the additional resources to gain more understanding of a topic.

## **When:**

- Review one topic per week. Repeat each topic in 6 months.
- Review each unit every month. Repeat each unit every 6 months.



# 4 Additional Resources

**There are many additional resources that accompany this toolkit:**

- Blood Borne Pathogens Fact Sheet
- Confined Space Fact Sheet
- Emergency Action Plan Fact Sheet
- Fire Prevention and Protection Fact Sheet
- Good Housekeeping Fact Sheet
- Hand Washing and General Employee Hygiene Fact Sheet
- How to Properly Put On and Take Off Respirators – CDC
- How to Protect Workers from Infection Fact Sheet
- Lifting Fact Sheet
- Machinery and Equipment Fact Sheet
- Needle-Stick Fact Sheet
- Noise Fact Sheet
- PPE Fact Sheet
- Repetitive Motion Fact Sheet
- Respiratory Hazards Fact Sheet
- Toxic Gases Fact Sheet
- Slips, Trips, and Falls Fact Sheet
- Training Quick Guide
- Women's Health Fact Sheet
- Zoonotic Diseases Fact Sheet

Additional Human Resource, Safe Animal Handling and Workplace Safety resources are available at [Pork.org](http://Pork.org).

Please share your questions, feedback, and ideas for future resources with Karen Hoare at [KHoare@pork.org](mailto:KHoare@pork.org).

